**The FAALC Contractor Depot Logistics
Support Web Interface
Guide**

October 2002

Table of Contents

Introduction

The purpose of this guide is to familiarize users with the basic features of the FAALC Contractor Depot Logistics Support (CDLS) website. Our website works with any version of web browser; however, we strongly recommend using the most recent version of Microsoft Internet Explorer. This CDLS website provides an interface to the Logistics and Inventory System (LIS) Online Requisitioning System and LIS Requisition Status. Both contractors and Inventory Managers can access the website to view and update pending CDLS orders.

What's New?

The FAALC Contractor Depot Logistics Support (CDLS) website has undergone many changes since its release in October 2000. In this latest version we are implementing more features to improve its functionality. These changes will be **bolded** in those areas where there has been a change from the previous versions.
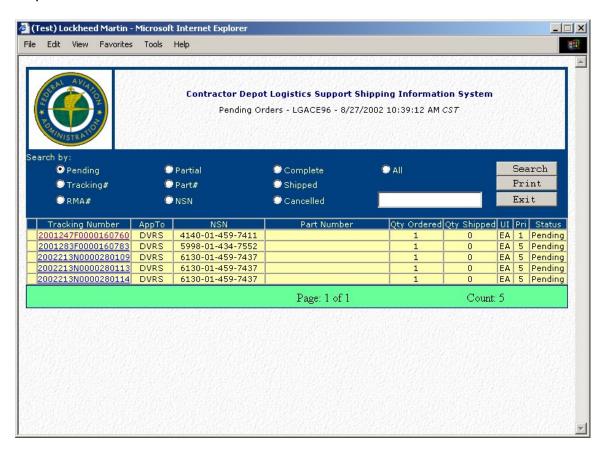
Getting Started

To enter the site, logon on to: http://mmac-aml.jccbi.gov/cdls You must have a User ID and Password to access this site. The FAALC's Information Systems Group, AML-40, will issue passwords and User IDs to you upon request. A registration form is available on-line from the logon screen or a mail-in form included in this guide. Enter your User ID and Password on the screen below. You will be prompted to enter a new password when you first logon. You will also be required to change your password every 90 days. If you experience difficulties with using your password or it has expired, please contact your FAALC Inventory Manager.

CDLS Logon Screen

Pending Orders

After you have completed the logon procedures, you will be taken to the Pending Orders screen. This screen displays the orders that have been submitted for shipment and their status.
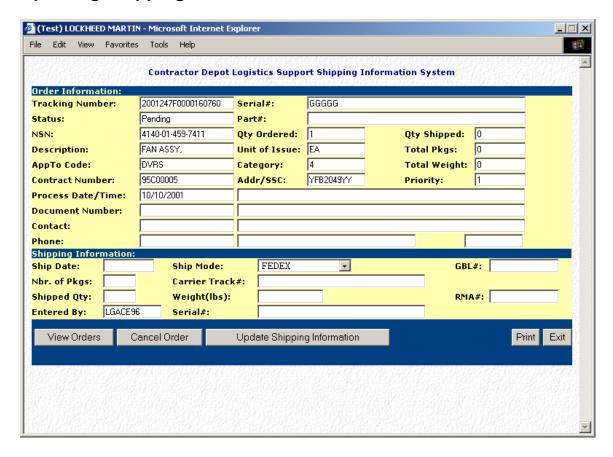

Pending Orders Screen

The data portion of the screen displays all pending orders, the Tracking Number, App-to, NSN, Part Number, Qty ordered, Qty Shipped, Unit of Issue, Priority and Status. Only part number will be displayed if a NSN has not been assigned. **All App-to's will display if the vendor supports more than one system.** When the appropriate radio button is selected, this screen also will allow you to search the site for a particular order using certain criteria. The system will accept **'wildcard' searches'** for any Tracking Number, **RMA**, **Part#**, and NSN, within the site regardless of their status. In our example the screen is set to display pending and **Initial issue** orders. To select an order for processing, click on the transaction tracking number to access the Detail Screen. **If there are more than 15 records you can navigate to the succeeding pages by clicking on Next, Previous, or Last buttons. You can also move back and forth between pages by clicking on Next or Previous or First.** The CDLS View Orders Screen times out after 15 minutes of inactivity and you will be required to logon to re-access this screen.

The three buttons on the right of the screen are: Search Print and Exit. The Exit button logs you off the site and you will have to log-on again. **The print button will allow the printing of all records on one page.**
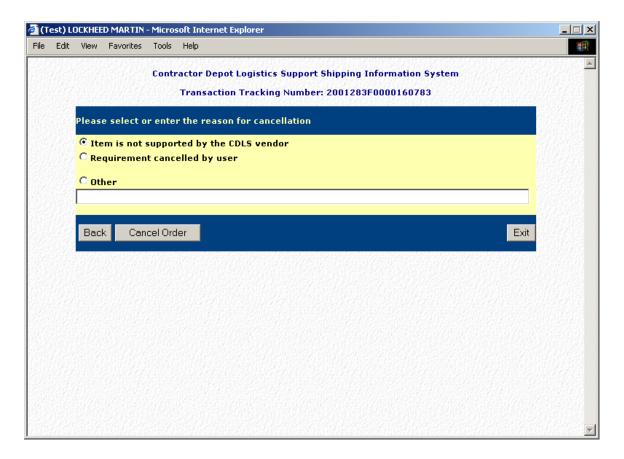
Updating Shipping Information

Detail Screen

The detail screen has two sections, which displays information about the order as well as a form to be completed by contractor. The top section has information regarding the order as it was submitted. This information provides the National Stock Number, description and address where the order is to be shipped. **For military shipments, the Document ID appears as it was submitted on the requisition.**

In the shipping information section, (click within the box to display the calendar and select the date the order shipped.), Tab to the next box, (use the drop-down box to select the correct carrier), the government bill of lading (GBL), if applicable, carrier tracking number, weight and Return Material Authorization (RMA) number. The print button will print the current screen. If you wish to return to the previous screen, click the view orders button. **Warning:** Returning to the previous screen will cause all data entered to be lost.

After completing the form, click the Update Shipping Information button to submit the information. The update process takes a few minutes; please wait to allow the update process to complete. Once the update completes, you will be returned automatically to the View Orders screen.
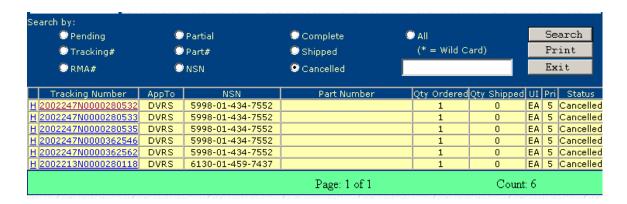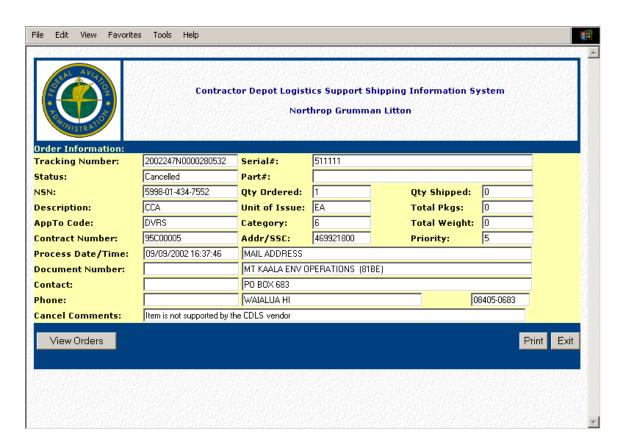
Cancel Order

Cancel Order Screen

Cancel Orders can only be done while in pending status. Clicking the Cancel button will the Cancel Order screen. This screen will allow you to select or enter the reason for the cancellation. If you have selected 'other' you will be required to enter a reason for cancellation manually. Once your selection is made, click on the Cancel Order button. The 'Back' button will take you to Order Detail screen. The Exit button logs you off the site and you will have to log-on again.

An appropriate entry will be made in LIS Requisition Status - Cancelled, requisition cannot be filled by CDLS Vendor.
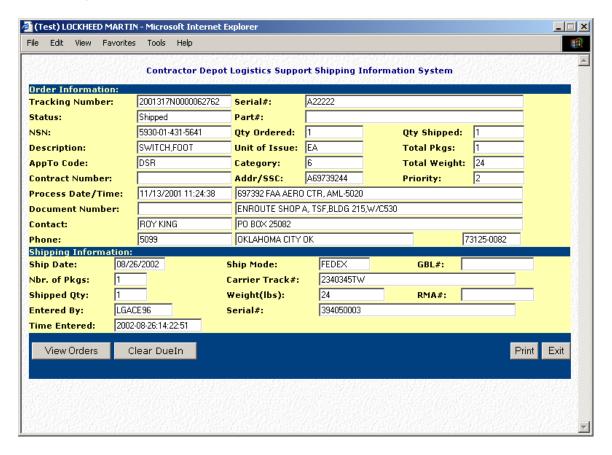
Cancel Screen Comments

Search by: showing Cancelled Requisitions

Cancel Comment Screen

Search selection criteria allow finding all cancelled requisitions. An appropriate entry will be made in LIS Requisition Status - Cancelled, requisition cannot be filled by CDLS Vendor. However, on the website you will be able to read the comments made, if any, at the time of cancellation on the Cancel Comment Screen.
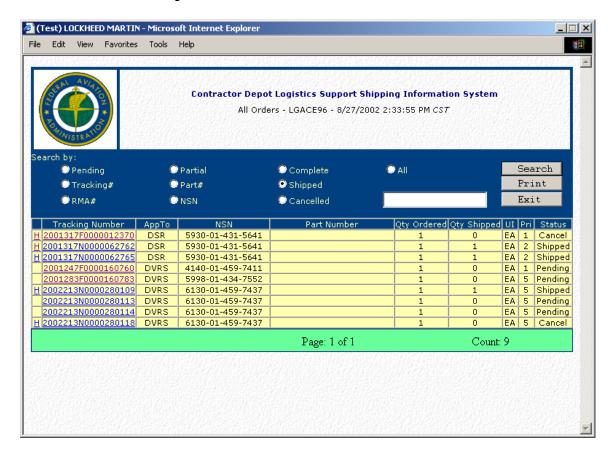
Clearing Due In

Clear Due-in Screen

Tracking and clearing Due Ins can be accomplished by using the View Orders screen. Exchange & Repair (E&R) or Category 6 items will remain in shipped status but will have a "Clear Due In" button at the bottom of the screen. E&R Orders that are in Shipped status can be updated to Completed status. Completed status indicates that the facility has returned a repairable asset to the contractor. To change status from Shipped to Completed, click the Clear Due-in button. The FAALC is also notified through LIS Requisition status to reflect that the facility has returned the E&R asset.

Shipping information posted to this website also updates LIS Requisition Status to reflect that the facility has returned the E&R asset.

CDLS Web History

Shipped Screen with History bar

Shipping History Records are maintained in a database for CDLS transactions. Shipping history can be accessed in any status search other than "Pending." After a search is completed, the letter "H" on the left side of the screen denotes that history is available for that requisition. Clicking on the "H" will display complete history for a given NSN. The CDLS Reason Code denotes what action occurred. CDLS History remains in the CDLS database indefinitely.

Shipping History for CDLS Requisition

CDLS History Reason Codes

For cancelled shipments
Reason Code: 811
Website will show: Cancelled
LIS Requisition Status shows: Cancelled by CDLS vendor, contact IM.
CDLS Web History will show one of three options (see page 7): Item not supported by the
CDLS vendor; Requirement cancelled by user or other – clear text entry.

For shipped material (Expendable and Initial Issue):
Website will show: Completed
CDLS History Reason Code: Requisition has been shipped from CDLS Vendor.
LIS Requisition Status shows: Requisition has been shipped from CDLS Vendor.

For clear due-in:
Website will show: Completed
CDLS History Reason Code: CDLS Vendor has received E&R due in.
LIS Requisition Status shows: CDLS Vendor has received E&R due in.

For Exchange and Repair:
Website will show: Shipped
CDLS History Reason Code: CDLS Vendor item has shipped E&R.
LIS Requisition History shows: CDLS Vendor item has shipped E&R.

For expendable partial shipments:
Website will show: Partial
CDLS History Reason Code: Partial quantity has been shipped from CDLS Vendor
LIS Requisition History shows: Partial quantity has been shipped from CDLS Vendor

System Requirements

Windows 95/98/NT/ME/2000 Operating System
Internet connection (LAN or Dial-up Connection)
Microsoft Internet Explorer 4.0 or greater
User ID and Password

Request for User ID and Password

New Users can request a User ID and Password by completing the form below
on the Web at: http://mmac-aml.jccbi.gov/cdls/Registration.htm The first time you
logon to the website, you will be asked to enter a new password of your choosing
rather than the one that was assigned by the FAALC.

System Problems

Contact the FAALC Inventory Manager within the Product Division that manages
your system.

Request Form for Contractor Depot Level Support (CDLS) Website Access

Please complete the following form. All fields are required. A company code has been assigned and provided to you by your FAALC point of contact (POC) for authentication of your request. User Ids and passwords will not be granted unless all information is completed and a valid company code is entered. User Ids and passwords will be sent via e-mail within 2 working days.

Name:	
E-mail:	
Tel:	
FAX:	
SSN: (Last Six Digits)	
Company:	
Company Code:	
Company Address:	
City:	
State:	
Zip Code:	
COR/COTR	
Area Code/Phone:	
Equipment Supported: (DSR, ASDE-3, etc.)	

Web Access Registration Form